SUBJECT: ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

BID #: SC-0260-17 **OPEN DATE: 2016-09-28**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: JACKSONVILLE FIRE AND RESCUE DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options with TargetSolutions, to continue providing Online Training Certification and Continuing Education Management System for the Jacksonville Fire and Rescue Department. Period of service is from November 3, 2017 through November 2, 2018. Total annual expenditure not-to-exceed $107,424.00, with a revised award expenditure not-to-exceed $204,777.00.

Funding for this award to be encumbered by account FRFT011-05406 to be executed by purchase order(s).

Attachments: Recommendation Memo, Terms and Conditions, Specifications, Previous Award

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kurtis Wilson, Director/ Fire Chief, Jacksonville Fire and Rescue Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FIRE AND RESCUE DEPARTMENT

October 18, 2017

TO: Gregory Pease, Chief of Procurement

FROM: Kurtis L. Wilson, Director/ Fire Chief
Gail M. Loput, Chief of Training

0260

RE: **BID SC-0270-17 Online Training Certification & Continuing Education Management System**

We are electing to take the first one (1) year renewal option for the Online Training Management System. The renewal period is 11/3/2017 through 11/2/2018. The current bid is for 1450 users and the department request to increase the renewal for 1600 users. The increase will allow Ocean Rescue, Apprentice Program, JEMA, and Safer Grant personnel to have needed access to Target Safety. Attached is a letter from the vendor Target Solutions agreeing to the increase of users at the same cost per person as originally bid.

The annual expenditure amount including the 150 additional users will be $107,424. Funding source will be FRFT011-5406.

If you have any questions, please contact Gail Loput at 997-4947.

GML/cd

TARGETSOLUTIONS

10805 Rancho Bernardo Road
Suite 200
San Diego, CA 92127

10/11/2017

To Whom It May Concern,

Per our 2016 bid, TargetSolutions will continue to honor the price of $67.14 per user, based on 1,600 users. The pricing will be honored during the 2017 – 2018 renewal period with the license terms of 11/1/2017 – 10/31/2018.

Regards,

Jennifer Antinone
Director of Client Services

Tel: 800.840.8048 Fax: 858.487.8762 www.targetsolutions.com info@targetsolutions.com

SUBJECT: ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

BID #: SC-0260-17 **OPEN DATE: 2016-09-28**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: JACKSONVILLE FIRE AND RESCUE DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Cornerstone OnDemand, Inc., for not submitting pricing in accordance with the Bid Proposal Form provided.

Recommend approval to reject Praetorian Digital - Fire Rescue 1 Academy, SGS Technologies, LLC, and ICATT, Inc., for not meeting the specifications requested.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, TargetSolutions, to provide Online Training Certification and Continuing Education Manangement System for the Jacksonville Fire and Rescue Department. Period of service is one year from date of award with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $97,353.00.

Funding for this award to be encumbered by account FRFT011-05406 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letters

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: For - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kurtis Wilson, Director/ Fire Chief, Jacksonville Fire and Rescue Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 11-3-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/03/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
~~Chief~~ Administrative Officer
For: Mayor Lenny Curry
~~Under Authority of~~
Executive Order No. 2015-05

TERMS AND CONDITIONS
ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

1. SCOPE
The City of Jacksonville's Fire and Rescue Department is currently accepting bids to obtain a source of supply for the items/services as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items/services and to obtain pricing commitments for **ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM** as listed in the bid documents.

2. AWARD
Award will be **ALL or NONE**, whichever is in the best interest of the City of Jacksonville, to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for all or none award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT
The term of this agreement is one (1) year from date of award with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. PRE-BID CONFERENCE
Not Applicable

5. COMPLIANCE WITH SPECIFICATIONS
The bidder, by affixing their signature to the bid form submitted, agrees to provide the items/services in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

6. STATE CONTRACTS
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such service(s).

7. QUANTITIES
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. PRICES
All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

9. ESCALATION / DE-ESCALATION
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. DELIVERY
Jacksonville Fire & Rescue Department – Training Division – 2700 Firefighter Memorial Drive, Jacksonville, FL 32246 *–Erica McManus (904-* 997-4933) *will be the point of contact.* A packing list shall accompany all shipments, which shall indicate, at a minimum , the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

11. PICK UP AND RETURNS
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick-up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. SUPPLIER ACCESSIBILITY
The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

13. REPORTING
The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. INVOICING
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

15. INSURANCE / INDEMNIFICATION
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured.

SCOPE OF WORK
ONLINE TRAINING CERTIFICATE & CONTINUING EDUCATION MANAGEMENT SYSTEM

All specifications for this project are to be furnished by the vendor.

- Allow tracking of 1450 departmental personnel by assignment (Division, Battalion, District, Station, Shift, Certification):
  - Create account for new personnel
    - Allow administrators to deactivate personnel for retirements, etc.
  - Allows input of personnel's multiple certifications/qualifications
    - Certification Numbers
    - Expiration Dates (notifications at administrator determined intervals)
    - Certification/Qualification Management must have the ability to upload certificates (pdf format) by administrators
      - Individuals should have the ability to upload certificates at the request of Administrators

- Have the ability to retrieve/export all saved information entered in usable format (excel, word, html, etc) for an indefinite period of time
  - Including attached certificates

- Allow Real-Time Tracking of State EMS Credentials & CEU's
  - FL EMT
  - FL PMD

- Allow Tracking of State Fire Certifications & CEU's utilizing FCDICE
  - FL Instructor
  - FL Inspector
  - FL Investigator
  - Live Fire Instructor

- Allow users to record training for personnel assigned to their unit. This should include the ability to record ISO training regarding specific ISO category (Officer, Driver/Operator, Firefighter, Company Officer, Haz-Mat, etc.)
  - Allow real-time tracking of progress toward identified/required training hours

- Allow users to record probationary training
  - Customizable probationary objectives

- Have batch courses available to assign to personnel for renewal of the following certificates (CEU's):
  - FL EMT
  - FL PMD
  - FL Instructor
  - FL Inspector
  - FL Investigator
  - Live Fire Instructor
  - ARFF Training
  - Any other state EMS & Fire-Related courses
  - Employee Relations (Diversity, Sexual Harassment, Discrimination, Hostile Work Environment, etc.)
  - USAR
  - Wildland
  - Driver Training/Safety

- Allows users to self-enroll in selected batch courses for renewal purposes

- Automatically update CEU's with the state Fire Bureau of Fire Standards & Training for:
  - FL Instructor(s) I, II, III
  - FL Inspector(s)
  - FL Investigator(s)
  - FL Fire Officer(s)
  - Any other FL Fire-Related Certifications

- Has ability to create department/topic specific assignments. This feature must have the ability to:
  - Notify users via email of assignments
  - Set Due Dates
  - Upload & attach materials (Word documents, PDFs, PowerPoint Presentations, Videos, and internet links)

- Has the ability to create tests/quizzes for department specific assignments/topics:
  - Randomized question option
  - Set minimum passing score
  - Set number attempts

- Has ability to run reports for the following:
  - Credentials/Qualifications
  - Completions
  - Overdue Assignments
  - Sorting by assignment such as Division, Battalion, District, Station, Shift, Certification, etc.
  - Set reports to run automatically at set intervals to monitor progress

- Have the ability to track individual personnel's Driver's License and set:
  - DL number
  - Expiration Date
  - Upload/attach copy of DL

- Have the ability to track Controlled Substance Inventory

- Have the ability to track Building Inspections & Pre-Plans

- Have the ability to complete & track FEMA training
  - Administrators can assign & import FEMA courses

- Has the ability to upload departmental specific policies & procedures
  - Administrators can assign policies as an trackable/reportable assignment

- Have the ability to integrate with existing and new third-party software

- Administrators can create certificates for various courses w/ instructor signatures
  - Customizable template available on-line w/ instructor signature bank

- Have technical support available 24/7

- Allow individual users remote access from personal computers/devices 24/7

SPECIFICATIONS

ONLINE TRAINING CERTIFICATION & CONTINUING EDUCATION MANAGEMENT SYSTEM

This Online Training Management System Platform will be a web-based program to be used by Fire Personnel to complete mandated training and continuing education courses including NFPA and federally –regulated training.

Detailed specifications outline in the Scope of Work are the needs of the department which must be met by the bidder.